

**STILLWATER COUNTY PLANNING BOARD
MINUTES OF MEETING**

Wednesday, September 1, 2021 at 7:00p.m.
Stillwater County Pavilion
328 5th Avenue N., Columbus, MT

BOARD MEMBERS PRESENT: Ray Karls, Carolyn Hutson, Curtis Jacobs, Bob Van Oosten, Gary Enstrom, Steve Arnold, and Jerry Edwards

BOARD MEMBERS NOT PRESENT: Dennis Gerke and Dan Sayer

STAFF: Forrest Mandeville, Stephanie Ray, and Christine Baker

I. CALL TO ORDER. Carolyn Hutson, Vice President of the board called the meeting to order at 7:00 p.m.

A. Public Comments. Nothing at this time

B. Disclosures of Conflicts of Interest and Ex-Parte Communications. Nothing at this time.

II. MINUTES:

A. Minutes: Gary made a motion to approve the draft minutes from the June 2nd, 2021 County Planning Board Meeting, Jerry seconded; with all in favor, motion passed.

III. NEW BUSINESS: New Subdivision Regulations.

Forrest presented the current working draft of the new subdivision regulations. Forrest stated that the subdivision regulations were being split from the Town of Columbus per County & City attorney advise. He began with taking the Board through the redline edits chapter by chapter: Pre-application meetings would change the requirement of preliminary plats and required materials be submitted within a year rather than the original 6-month deadline. This increased time frame is being proposed due to the current state of land surveyors and engineers being backed up with so many projects that most are working on a 6-month waiting list for services due to high demand. Preliminary Plat applications would require the developer to submit electronically. Overall development plans must be submitted with the preliminary plat application showing independent platted development phases, a schedule for when the subdivider plans to submit each phase, and subdivision application documents required pursuant to these Regulations for each phase of the subdivision. This phased development plan is from state law. Subdivider may change the schedule for submittal of each phase upon approval of the governing body after a public hearing, only if changes do not negate conditions of approval or adversely affect public health, safety, and welfare. the governing body may grant conditional approval beyond three (3) years, but in no case shall the conditional approval period extend beyond 20 years. prior to the commencement of each

phase, the subdivider shall provide written notice to the Planning Staff; the Planning Board shall hold a public hearing within 30 working days after written notice from the subdivider has been received; after the hearing, the Planning Board will make a recommendation to the governing body of approval or denial based on whether any changed primary criteria impacts or new information exist that create new potentially significant adverse impacts for the phase or phases, and may recommend imposing additional conditions to minimize potentially significant adverse impacts identified in the review of each phase ; within 20 working days of the hearing, the governing body shall consider the Planning Board recommendation and issue supplemental written findings of fact; any additional conditions must be met before final plat approval for each particular phase; the approval period for each phase may not exceed 3 calendar years or be less than 1 calendar year.

Review of Subdivision Application for Required Elements and Sufficiency of Information: Within five (5) working days of receipt of a subdivision application, the County Planning Office shall notify the applicant in writing (which may be email) if an element, required in such application per Subsections II.B.1 through II.B.5., is not included in the application (MCA 76-3-604 (1)(b)); Within 15 working days after the County Planning Staff has notified the applicant that the application is complete, the latter shall notify the applicant in writing (which may be email) of any missing, needed, or incorrect information in any of the elements of the application (MCA 76-3-604 (2)(a)); acceptance by the Planner of the application starts the review timeframe required by statute; acceptance of an application by the Planner does not ensure that it will be approved by the governing body and does not limit the ability of the Planner or the Planning Board to request additional information during the review process (MCA 76-3-604 (3)); the time limits provided in the preceding paragraphs “b” and “c” apply to each submittal of the application.; after the Planner has determined the application to be complete and sufficient, County Planning Staff shall notify the applicant of the anticipated date the subdivision will be on the County Planning Board agenda and the number of paper copies to be submitted prior to the Planning Board meeting. A Traffic Impact Analysis will now be required when proposed subdivisions contain 4 or more residential lots. This is a change down from 25. Public hearings would require notifying affected local government units of all subdivision proposals as well as require the developer be responsible for external comments. Being cognizant of time, Forrest decided to pause here in the reviewing of the proposed changes in the County subdivision regulations and move on to old business (please see recording in Planning Office).

IV. OLD BUSINESS:

Forrest gave the Board the latest update on the Development and Zoning Regulations. The Board of Commissioners adopted the Development and Zoning Regulations on August 10, 2021 via Resolution 2021-20.

V. ADJOURN: Gary made a motion to adjourn the meeting at 8:39 p.m., Dan seconded; motion passed.

The next meeting will be on October 6th, 2021 at 7:00 p.m. at the Pavilion.

Christine Baker, Planning